

AGENDA

COMMITTEE ON FINANCE

June 2, 2004

Mayor Baines and all Aldermen

6:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Resolution: **(A motion is in order to read by title only.)**

“Raising Monies and Making Appropriations for the Fiscal Year 2005.”

- a) Discussion regarding non-departmental accounts.
- b) Budget proposal submitted by Aldermen Guinta and Garrity.
- c) Communication from Alderman Lopez regarding HR Employee Training and Development.
- d) Communication from the Quality Council relative to the proposed FY2005 budget.
- e) Communication from the City’s Internal Audit Manager relative to additional information of Fire Department overtime.
- f) Communication from the City’s Internal Audit Manager relative to Police Department vehicle purchases.
- g) Communication from the Public Works Director regarding landfill post closure monitoring funding.
- h) Communication from the OYS Director advising that his proposed budget will be short \$10,920 in the salary account.
- i) Public Access Television.

These items could be received and filed and deferred to overall budget discussion.

- j) Report of Committee on Administration recommending that the Board of Mayor and Aldermen provide funding for public access as follows:

- Appropriate \$90,685 to MCAM
- Place two employees currently under MCTV under the appropriate city department to be determined at the discretion of the Human Resources Director with funding in the amount of \$106,115.37
- That \$400,000 of the current separate fund be transferred to a fund for MCAM to be utilized under the discretion of the Board of Mayor and Aldermen
- That the MCAM Board as presently constituted be designated as the City's community access Board
- That such individuals transferred from the School Department to the City Department be transferred with no loss in retirement, salary or other benefits

The Committee notes that it has requested that the City Solicitor, Finance Department and Human Resources Director work with the MCAM Board to provide preliminary information to the Board at its meeting regarding the general feasibility of this proposal, along with any major issues they believe need to be addressed to the Board of Mayor and Aldermen at this time.

NOTE: Item referred to City Solicitor, Finance and Human Resources to meet with MCAM/MCTV and report back to Committee.

Ladies and Gentlemen, what is your pleasure?

Following any motions to amend the resolution, a motion is in order that the Appropriating Resolution ought to pass and lay over.

TABLED ITEM

4. Appropriating Resolution (**A motion is in order to read by title only.**)

“A Resolution appropriating to the Manchester Aggregation Program the sum of \$834,682 from Aggregation Fees for the Fiscal Year 2005.”

Following amendments, if any, a motion is in order that the Appropriating Resolution ought to pass and lay over.

5. If there is no further business to come before the Committee, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Raising Monies and Making Appropriations for the Fiscal Year 2005."

Page 1

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred, Thirteen Million, One Hundred Ninety-Seven Thousand, Three Hundred, Forty-Three Dollars (\$113,197,343) plus the County Tax be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it, and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source, shall be appropriated as follows:

General Government

010	Aldermen.....	151,222
020	Assessors.....	743,836
030	Building Department.....	1,423,687
040	City Clerk.....	1,278,307
050	Manchester Economic Development Office.....	230,515
070	City Solicitor.....	1,001,878
100	Finance.....	1,338,929
130	Information Systems.....	2,138,822
160	Mayor/Budget.....	293,966
180	Office of Youth Services.....	541,732
190	Human Resources.....	994,477
200	Planning Department.....	892,806
210	Public Buildings Services.....	6,646,181
220	Tax Collector.....	730,788
300	Fire Department.....	20,130,770
330	Police Department.....	20,081,342
410	Health Department.....	3,184,948

City of Manchester New Hampshire

In the year Two Thousand and FOUR

A RESOLUTION

"Raising Monies and Making Appropriations for the Fiscal Year 2005."

Page 2

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

500	Highway Department.....	19,147,139
520	Traffic Department.....	3,159,263
600	Welfare Department.....	1,345,069
650	Parks, Recreation & Cemetery.....	3,497,946
710	Library Department.....	2,550,247
802	Elderly Services.....	290,197
	MCTV.....	306,000
	Salary Adjustment – Retirement/COLAS	750,000
<u>170</u>	<u>Non-Departmental</u>	
	Contingency.....	180,000
	Civic Contributions.....	333,539
	Conservation Commission.....	14,522
	Safety Review Board.....	40,000
	CIP Administration.....	1,916,065
	Motorized Equipment Replacement.....	200,000
	Employees Medical Services.....	105,000
	Maturing Debt.....	9,750,050
	Interest on Maturing Debt.....	7,808,100
 Total		 113,197,343

RESOLVED that this Resolution shall take effect upon its passage.

4/12/04 -
Handout by
Aldermen Guinter &
Garity
Budget Proposal

April 12, 2004
Budget Expenditure Savings List

7

School

School Cola
School Steps
Maintenance Budget
Expendable trusts
Health Deduction
Finance Consolidation
Paycheck Issue Procedure
Professional Services

City

Consolidation Highway, Parks, Traffic
City Retirement
Fleet Management
 Remove from Highway Department
 Create new fleet procedures
5 Trucks @ \$60K each
Finance Consolidation
3 Requested Positions
Fire Department Overtime
Employee Steps
Hiring Freeze

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2005

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2005

Aldermen Council

AGENCIES	TAX RATE		Mayor's Budget proposal		Aldermanic budget proposal #1	
	EXPENDITURES	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	REVENUES
ALDERMEN	142,388	150,000	151,222	-	151,222	-
ASSESSORS_2	631,986	579,154	743,836	564,032	607,842	564,032
BUILDING DEPARTMENT	1,329,060	2,080,600	1,429,687	2,107,600	1,353,305	2,107,600
CITY CLERK	1,316,166	1,660,875	1,278,307	1,592,275	1,240,315	1,592,275
ECONOMIC DEVELOPMENT OFFICE	172,000	255,901	230,515	120,000	230,989	120,000
CITY SOLICITOR	966,810	319,956	1,001,878	398,918	964,628	398,918
FINANCE DEPARTMENT	1,257,166	5,574,276	1,338,929	6,731,940	1,307,091	6,731,940
INFORMATION SYSTEMS	2,023,868	31,982	2,138,822	31,982	2,065,908	31,982
MAYOR	274,060	-	293,966	-	280,744	-
YOUTH SERVICES	538,784	-	541,732	-	526,298	-
HUMAN RESOURCES	1,048,169	21,000	994,477	23,500	948,758	23,500
PLANNING DEPARTMENT	871,338	320,000	892,806	319,000	871,373	319,000
BUILDING MAINTENANCE_2	5,615,081	4,950,617	6,646,181	6,182,000	6,603,618	6,182,000
TAX COLLECTOR	704,795	15,623,000	730,788	16,120,400	704,348	16,120,400
FIRE DEPARTMENT	19,581,334	324,450	20,130,770	324,400	19,749,559	324,400
POLICE DEPARTMENT	19,292,743	1,922,905	20,081,342	2,079,648	19,729,442	2,079,648
HEALTH DEPARTMENT	3,071,406	1,847,672	3,184,948	2,003,513	3,039,294	2,003,513
HIGHWAY DEPARTMENT_1	18,252,967	3,555,356	19,147,139	3,665,029	24,949,337	3,665,029
TRAFFIC DEPARTMENT	3,267,245	4,977,593	3,159,263	4,427,427	0	4,427,427
WELFARE DEPARTMENT	1,307,294	133,000	1,345,069	60,000	1,299,015	60,000
PARKS & RECREATION_GF	3,308,024	655,375	3,497,946	680,050	2,442,141	680,050
LIBRARY	2,398,640	-	2,550,247	-	280,859	-
ELDERLY SERVICES	295,473	-	290,197	-	306,000	-
MCTV	402,019	-	750,000	-	(500,000)	-
SALARY ADJ / RETIREMENTS/COLAS	-	-	-	-	-	-
SUB-TOTAL AGENCIES:	88,068,796	44,983,712	92,850,067	47,431,714	89,052,086	47,431,714
NON-DEPARTMENTAL ITEMS:						
CONTINGENCY	180,000	-	180,000	-	180,000	-
CIVIC CONTRIBUTIONS	193,789	-	145,450	-	145,450	-
NON-CITY PROGRAMS	0	-	188,089	-	188,089	-
CONSERVATION COMMISSION	13,202	-	14,522	-	14,522	-
SAFETY REVIEW	25,000	-	40,000	-	40,000	-
COMMUNITY IMPROVEMENTS	1,612,215	-	1,916,065	-	1,766,065	-
MOTORIZED EQUIPMENT	120,000	-	200,000	-	200,000	-
EMPLOYEE MED SERVICES	105,022	-	105,000	-	105,000	-
MATURING DEBT	10,363,628	-	9,750,050	-	9,750,050	-
INT ON MATURING DEBT	5,364,924	-	7,808,100	-	7,808,100	-
SUB-TOTAL NON DEPT:	17,977,780	0	20,347,276	0	20,197,276	0
GRAND TOTAL:	106,046,576	44,983,712	113,197,343	47,431,714	109,249,362	47,431,714
TRANSIT SUBSIDY	850,000	-	1,081,785	-	850,000	-
SCHOOL DISTRICT	127,075,275	16,510,927	138,500,000	20,892,335	135,740,000	20,892,335
COUNTY TAX	8,770,087	-	9,000,000	-	9,000,000	-
OVERLAY	1,542,714	-	1,000,000	-	1,000,000	-
VETERANS EXEMPTIONS	565,500	-	565,500	-	565,500	-
FUND BALANCE	-	1,600,000	-	1,000,000	-	1,000,000
STATE REVENUE	-	45,567,271	-	45,437,829	-	45,437,829
TOTAL PROPERTY TAXES	136,188,242	-	148,562,750	-	141,642,984	-
Tax Rate	26.40	-	28.51	-	27.14	-
Tax Rate Increase	2.80%	-	7.99%	-	2.79%	-
School Tax	27,840,016	-	27,840,016	-	16,000,000	-
Assessed Valuation	5,182,805	-	5,233,000	-	5,233,000	-
Assessed Valuation less utilities	5,066,628	-	5,116,823	-	5,116,823	-
County	-	\$1.65	County	\$1.68	County	\$1.68
City	-	\$12.09	City	\$12.92	City	\$12.11
School-Local	-	\$7.17	School-Local	\$8.47	School-Local	\$10.22
School-State	-	\$5.49	School-State	\$5.44	School-State	\$3.12
	-	\$26.40		\$28.51		\$27.14

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*Quint/Garrity
Budget*

Mayor Baines stated again, and I mentioned during the budget process that's probably something that's going to have to be phased in over time. You'd have to buy containers for every resident of the City...

Alderman Guinta stated right, there's an average savings over time, which is...

Mayor Baines interjected and Frank [Thomas] is looking at a pilot program for it.

Alderman Guinta stated which is again, why we're including it at this early stage, so we can put these things on the table and they can be individually addressed in committee.

Mayor Baines stated there was a motion to refer it to the public hearing, Alderman Garrity withdrew his second. Are you willing to do that?

Alderman Guinta asked what would we be doing then with this?

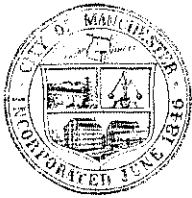
Mayor Baines stated again, it would be part of the Finance Committee's ongoing discussions. And we're encouraging other Aldermen. Alderman Roy said he's working on some things and I think others are as well and this will be just part of a whole discussion going forward.

Alderman Roy asked will we still have the backup information in dollars?

Mayor Baines stated I already said that the Finance Officer is going to get that out to you as soon as he possibly can.

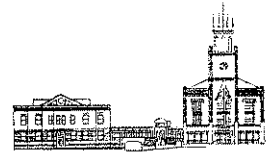
There being no further business, on motion of Alderman Smith, duly seconded by Alderman Forest, it was voted to adjourn.

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CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

To: Alderman O'Neil, Chairman
CIP Committee

From: Alderman Lopez

Date: April 30, 2004

Re: FY2005 CIP Budget

Would appreciate receiving more information (backup paper work) on the following CIP projects as to the date(s) approved:

410005	Fire Department	\$150,000
411205	Police Department	\$ 20,000 (for city lot)

- referred to Finance by CIP Com.*
- a) discussions have been held over the last four years regarding employee training, development, the City's newsletter and Bright Ideas...their budget was cut. Would recommend that \$19,000 be taken from the ADA Compliance (810405) and placed into account #811205 (Human Resources Employee Training and Development);
 - b) #710705 – should take a look at cutting this from \$50,000 to \$25,000 as with four projects having been identified there will not be enough funds for future priority work;
 - c) Tabled 4 #811405 (Library HVAC Facility Improvement - \$3,250,000)...should request a presentation be made...how much is it for the air conditioning alone?
 - d) need to locate \$30,000 in CIP and transfer to budget line #0350 (Management Services/Human Resources) for the Jack Sharry Company who is helping the City with health insurance and saving money in the long run;
 - e) would appreciate reviewing any request that may have been presented at the public hearing to make sure that we are not short-changing anyone; and finally,
 - f) need to review the two-year bonding information so that everyone knows what this means for the next year...I am not against two-year bonding, however, I feel it should be spelled out clearly.

pc: R. MacKenzie, Director
Planning & Community Development

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City of Manchester

Quality Council

Human Resources Department
One City Hall Plaza
Manchester, New Hampshire 03101
Tel. (603) 624-6543
Fax (603) 628-6065

Mission Statement

The Quality Council shall promote and coordinate Continuous Improvement efforts by supporting all employees in carrying out the mission statement of the City to ensure exceptional customer service through involvement, communication and commitment.

April 14, 2004

Betsi DeVries
Alderman Ward
8

Jon Donovan
Office of Youth
Services

Colleen Driscoll
Police

Alex Fischer
Highway

Brent Lemire
Chairperson, Fire

Michael Lopez
Alderman-At-
Large

Gene Mackie
Welfare

Paul Martineau
Welfare

Joan Porter
Tax Collector

Michael Roche,
Vice Chair,
Water Works

Michael Rockwell
Highway

Dawna Rooks
Police

Virginia
Lamberton,
Human
Resources

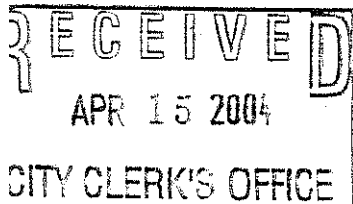
Alderman Daniel O'Neil
Vice-Chairman, Finance Committee
Board of Mayor and Aldermen
City Hall
Manchester, New Hampshire 03101

Dear Alderman O'Neil:

On behalf of the City of Manchester Employees' Quality Council, I wish to express the very serious concerns of the Council regarding our proposed budget for Fiscal Year 2005.

For several years, the Board of Aldermen have been most generous in providing the Quality Council with funds for employee training, employee development, the employee newsletter, employee recognition and other programs. Most recently, the Quality Council proposed a policy called the *Bright Ideas Program*. This program rewards employees with monetary awards for coming up with ideas that will improve City government. Funds for all of the programs listed above have been placed in the Human Resources Department budget under a CIP account.

In FY 2004 a total of \$45,000 was appropriated for these programs, all of which will have been spent by June 30. The members of the Quality Council were quite disappointed when they saw that the proposed CIP budget cut the Employee Training and Development by almost 60%!! The Human Resources Director had requested an increase in this budget item for FY 05 in order to continue the popular newsletter as well as increase the training opportunities for



City employees. Specifically, she requested \$83,500 for FY 05. Needless to say, when we saw that not only was the amount of money that was appropriated for FY 04 not continued, but the budget was reduced to \$20,000 we were extremely disappointed and disillusioned. This action seemed to indicate an abandonment of the support for the Council and its activities.

If there are no adjustment to the budget for FY 05, most employee activities will have to be eliminated such as the newsletter and training.

Additionally, there will be no funds available to reward an employee for a suggestion that would save the City money vis a vis the *Bright Ideas Program*.

The Quality Council respectfully requests that the Board of Aldermen at least fund the Employee Training and Development program at this year's level, and, if possible, increase it to the level that was requested by the Human Resources Director.

We would be happy to meet with your Committee to answer any questions that you might have regarding this budget problem.

Respectfully submitted,
For the members of the City of Manchester, NH Quality Council,

Brent T. Lemire

Brent T. Lemire,
Chairperson

Cc: Board of Mayor and Aldermen
Quality Council

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City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

May 18, 2004

Board of Mayor and Aldermen
City of Manchester, New Hampshire
C/O City Clerk

Dear Honorable Board of Mayor and Aldermen:

A request has been made to the Internal Audit Department to be present at this Board of Mayor and Aldermen meeting to discuss the prior audit of Fire Department overtime. There was some question of the number of firemen needed and the analysis of the use of overtime versus new hires. In addition to the report I would like to supply the following additional explanatory material.

Calculation of Number of Fire Personnel needed

As part of the audit a staffing factor was calculated in order to determine the number of firemen required to provide minimum coverage to the City. The report was prepared using information provided prior to the opening and staffing of Station #8. I have attached spreadsheets used to calculate staffing including Station #8 (Attachments A and E).

A staffing factor is the effective number of positions needed to provide one unit of service. It takes into account vacations, sick days, holidays, etc. Attachment A shows the calculation of the staffing factors for firemen and officers at the Manchester Fire Department. Because fire departments are staffed 24 hours per day, 365 days per year for each position on a truck you will need to cover 8,760 "Desired Service Hours" (24 hours X 365 days). Each fireman works two 14-hour night shifts, one day off, two 10-hour day shifts, three days off then starts the cycle over again. During each week of 168 hours a fireman works an average of 42 hours. This would imply an average of 2,190 paid hours per year. Attachment B shows the amount of overtime earned per fireman for FY 2003, by rank and years of service. The column on the far right shows the amount of vacation earned in a year. Average vacation hours are subtracted from the number of paid hours. Attachment C is an overtime study done by the Fire Department that shows total annual sick leave is estimated at 29,473 hours divided by 220 employees results in an average of 133.97 hours per employee. The average personal days earned per employee is 9.24 hours (see Attachment D) for a total of 143.21 hours that need to be subtracted from paid hours to arrive at "Effective Service Hours. This is an estimate of the amount of hours a fireman actually is on duty in a single year.

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Desired Service Hours divided by Effective Service Hours gives an estimate of the number of people needed to cover one position for 24 hours. The Department uses four shifts to cover each position. By dividing the result of equation above by the four shifts results in an estimate of the Relief Factor per shift.

The estimated number of firefighters needed to cover minimum staffing would be 238 or 18 more than is currently employed at the department (as calculated on Attachment E). This is very close to the 17 requested by the Fire Department in their analysis (Attachment C). The problem to reduce overtime to a minimum is actually greater than these numbers indicate. If 18 new employees were hired you could not expect a corresponding drop in overtime. On any given day unplanned leave will vary from the average assumed in the calculation. The graph on page nine of the audit report shows how the number of employees can vary over time. On the weeks when more than the number of relief firefighters is required the Department will still incur overtime expense, during the weeks that less than the number of relief firefighters is required the Department will be paying for unneeded service.

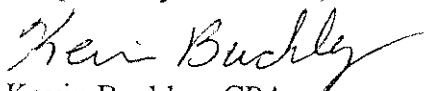
Calculation of Cost Per Hour Versus Overtime

The comparison of the cost of a new hire to the cost of using overtime is not as simple as comparing the average salary rate to the average overtime rate. The combined cost of overtime is 1.5 times the average hourly rate plus other associated City expenses such as the City share of retirement and workers comp. The combined cost of a new hire is the annual salary plus associated costs divided by the "effective service hours". There are several costs of a new employee such as holiday pay and health benefits that are not part of the overtime calculation. In addition we must use effective service hours instead of paid hours to arrive at a true picture of the cost when the employee is actually working. The hours used during the 12 weeks of initial training have been spread over the average years of employment for non-officers. For first year hires the effective services hours are much lower and the associated cost per hour is much higher. As shown in attachment F the cost per effective hour of an employee is greater than the associated overtime cost per hour.

Conclusion

The MFD uses a combination of relief personnel and overtime to fill in for vacancies in the ranks of line firemen in order to comply with minimum staffing requirements. Vacancies occur due to vacations, sick time, retirements and other separations in service. IA has determined that the use of overtime may be the most cost-effective way to achieve minimum staffing requirements. Compared to other communities of similar size the MFD does not appear to be overly staffed or costly to the community. Due to changes in the recent collective bargaining agreements with the unions covering line fire personnel the City should expect to see an increase in overtime expenditures starting in FY 2004. IA has noted some suggestions to help reduce the amount of overtime needed in the audit report.

Respectfully Submitted,



Kevin Buckley, CPA
Internal Audit Manager

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ATTACHMENT A

	Firemen	Officers
Desired Service hours/ # hours per work cycle	8760	8760
(2 shifts, 1 off, 2 shifts, 3 off)	<u>168</u>	<u>168</u>
	52.143	52.143
* number of hours per shift covered	<u>42</u>	<u>42</u>
= * of paid hours/year	2190	2190
Less Vacation hours	-131.29	-176.9
Less Sick, Personal, + Other	<u>-143.21</u>	<u>-143.2</u>
= Effective Service Hours	1915.5	1869.9
Desired hours to Cover/ Effective Service Hours	<u>8760</u> <u>1915.5</u>	<u>8760</u> <u>1869.9</u>
	4.573	4.685
Covered by four shifts	<u>4</u>	<u>4</u>
= Relief factor per shift	1.143	1.171

Desired Service Hours = 24 hours per day X 365 Days

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ATTACHMENT B

Name	DP/DV/ACT	Hours	Dollars	OT Rate	Reg Rate	Rank	Yrs Service Years	Yrs Service Mos	Hours	Dollars	OT Rate	Reg Rate	Yrs Service Years	Yrs Service Mos	Weeks Vacation
Hamilton, Chris	30-04-101	80.00	\$ 1,829.25	\$ 22.87	\$ 15.24	Fireman	0	8							2
Pinard, Brian	30-04-101	80.00	\$ 1,832.42	\$ 22.91	\$ 15.27	Fireman	0	8							2
Phelps, Witty	30-04-101	64.00	\$ 1,463.74	\$ 22.87	\$ 15.25	Fireman	0	8							2
Simmons, Ryan	30-04-101	60.00	\$ 1,370.66	\$ 22.84	\$ 15.23	Fireman	0	8							2
Gelinas, Keith	30-04-101	52.00	\$ 1,189.99	\$ 22.88	\$ 15.26	Fireman	0	8							2
Knight, Keith	30-04-101	52.00	\$ 1,186.32	\$ 22.81	\$ 15.21	Fireman	0	8							2
Brackett, Adam	30-04-101	48.00	\$ 1,101.48	\$ 22.95	\$ 15.30	Fireman	0	8							2
Monroe, Joel	30-04-101	42.00	\$ 958.19	\$ 22.81	\$ 15.21	Fireman	0	8							2
Hatfield, Charles	30-04-101	38.00	\$ 866.93	\$ 22.81	\$ 15.21	Fireman	0	8							2
Laberge, Daniel	30-04-101	193.50	\$ 4,532.71	\$ 23.42	\$ 15.62	Fireman	1	10							2
Joy, Corey	30-04-101	146.00	\$ 3,497.81	\$ 23.96	\$ 15.97	Fireman	1	10							2
Morgrage, Timothy	30-04-101	120.00	\$ 2,808.15	\$ 23.40	\$ 15.60	Fireman	1	10							2
Lamothe, Mathew	30-04-101	118.00	\$ 2,828.72	\$ 23.97	\$ 15.98	Fireman	1	10							2
Deleault, Matthew	30-04-101	112.00	\$ 2,715.16	\$ 24.24	\$ 16.16	Fireman	1	10							2
Levasser, Denis	30-04-101	94.00	\$ 2,183.68	\$ 23.23	\$ 15.49	Fireman	1	10							2
Delahanty, Brian	30-04-101	80.00	\$ 1,869.68	\$ 23.37	\$ 15.58	Fireman	1	10							2
Stemski, Robert	30-04-101	40.00	\$ 928.76	\$ 23.22	\$ 15.48	Fireman	1	10							2
Robinson, Gabriel	30-04-101	131.00	\$ 3,235.67	\$ 24.70	\$ 16.47	Fireman	2	3							2
Milliard, Carl	30-04-101	108.00	\$ 2,560.88	\$ 23.71	\$ 15.81	Fireman	2	3							2
Ouellette, Ryan	30-04-101	107.50	\$ 2,660.67	\$ 24.75	\$ 16.50	Fireman	2	3							2
Guay, Joshua	30-04-101	98.00	\$ 2,402.98	\$ 24.52	\$ 16.35	Fireman	2	3							2
Goupil, Steven	30-04-101	84.00	\$ 1,973.08	\$ 23.49	\$ 15.66	Fireman	2	3							2
Philibotte, Steven	30-04-101	56.00	\$ 1,315.40	\$ 23.49	\$ 15.66	Fireman	2	3							2
Biron, Andre	30-04-101	49.50	\$ 1,167.03	\$ 23.58	\$ 15.72	Fireman	2	3							2
Williams, Michael	30-04-101	44.00	\$ 1,078.48	\$ 24.51	\$ 16.34	Fireman	2	3							2
Meehan, Michael	30-04-101	72.00	\$ 1,820.93	\$ 25.29	\$ 16.86	Fireman	2	7							2
King, Paul III	30-04-101	136.00	\$ 3,280.15	\$ 24.12	\$ 16.08	Fireman	2	9							2
Holdredge, Kevin	30-04-101	122.00	\$ 3,042.81	\$ 24.94	\$ 16.63	Fireman	2	9							2
Iverson, Adam	30-04-101	124.00	\$ 3,098.64	\$ 24.99	\$ 16.66	Fireman	2	10							2
McNeil, James	30-04-101	120.00	\$ 2,897.14	\$ 24.14	\$ 16.10	Fireman	2	10							2
Bagley, Joshua	30-04-101	114.00	\$ 2,757.63	\$ 24.19	\$ 16.13	Fireman	2	10							2
Pinard, Denis Jr	30-04-101	108.00	\$ 2,614.72	\$ 24.21	\$ 16.14	Fireman	2	10							2
Laventure, Keith	30-04-101	58.00	\$ 1,422.92	\$ 24.53	\$ 16.36	Fireman	3	7							2
Flurey, David	30-04-101	192.00	\$ 4,773.24	\$ 24.86	\$ 16.57	Fireman	3	9							2
McCafferty, Joseph	30-04-101	126.00	\$ 3,116.85	\$ 24.74	\$ 16.49	Fireman	3	9							2
Wong, Kenny	30-04-101	118.00	\$ 2,931.22	\$ 24.84	\$ 16.56	Fireman	3	9							2
Cote, Paul	30-04-101	188.00	\$ 4,689.84	\$ 24.95	\$ 16.63	Fireman	4	0							2
Myers, Mark	30-04-101	98.00	\$ 2,443.14	\$ 24.93	\$ 16.62	Fireman	4	0							2
Nelson, Kenneth	30-04-101	82.00	\$ 2,047.76	\$ 24.97	\$ 16.65	Fireman	4	0							2
Clement, Richard	30-04-101	187.00	\$ 4,669.84	\$ 24.97	\$ 16.65	Fireman	4	2							2
Biron, Robert	30-04-101	150.00	\$ 3,752.71	\$ 25.02	\$ 16.68	Fireman	4	2							2
Defina, Thomas	30-04-101	100.00	\$ 2,502.91	\$ 25.03	\$ 16.69	Fireman	4	2							2
Bolduc, Gregory	30-04-101	183.00	\$ 4,780.68	\$ 26.12	\$ 17.42	Fireman	4	4							2
Cashin, Ryan	30-04-101	164.00	\$ 4,127.42	\$ 25.17	\$ 16.78	Fireman	4	4							2
Bouthiette, Adam	30-04-101	146.00	\$ 3,824.02	\$ 26.19	\$ 17.46	Fireman	4	4							2

Filename: Overtime

ATTACHMENT B

Desruisseaux, Steven	30-04-101	142.00	\$	3,714.09	\$	26.16	\$	17.44	Fireman	4	4
Lawrence, Peter	30-04-101	130.00	\$	3,291.48	\$	25.32	\$	16.88	Fireman	4	4
Flynn, Kenneth	30-04-101	97.00	\$	2,532.03	\$	26.10	\$	17.40	Fireman	4	4
Barton, Steven	30-04-101	82.00	\$	2,154.67	\$	26.28	\$	17.52	Fireman	4	4
McNamara, Jeffery	30-04-101	26.00	\$	691.08	\$	26.58	\$	17.72	Fireman	4	8
Georgiana, Wayne	30-04-101	148.00	\$	3,853.21	\$	26.04	\$	17.36	Fireman	5	2
Leinay, Brian	30-04-101	123.00	\$	3,156.69	\$	25.66	\$	17.11	Fireman	5	2
Senecal, Matthew	30-04-101	62.00	\$	1,571.39	\$	25.35	\$	16.90	Fireman	5	8
Jay, David	30-04-101	188.00	\$	5,312.57	\$	28.26	\$	18.84	Fireman	6	2
Weich, Robert II	30-04-101	156.00	\$	4,412.33	\$	28.28	\$	18.86	Fireman	6	2
Pelletier, Richard	30-04-101	140.00	\$	3,971.13	\$	28.37	\$	18.91	Fireman	6	2
Foley, John	30-04-101	136.00	\$	3,844.33	\$	28.27	\$	18.84	Fireman	6	2
Leafe, Michael	30-04-101	122.00	\$	3,448.57	\$	28.27	\$	18.84	Fireman	6	2
Fosher, Jonathan	30-04-101	118.00	\$	3,336.79	\$	28.28	\$	18.85	Fireman	6	2
Starr, Jonathan	30-04-101	134.00	\$	3,886.95	\$	29.01	\$	19.34	Fireman	7	3
Laroche, Stephen	30-04-101	120.00	\$	3,621.67	\$	30.18	\$	20.12	Fireman	7	3
Burns, Brendan	30-04-101	88.00	\$	2,665.24	\$	30.29	\$	20.19	Fireman	7	3
Ferry, Craig	30-04-101	14.00	\$	431.35	\$	30.81	\$	20.54	Fireman	7	3
Palangas, Eric	30-04-101	116.00	\$	3,439.79	\$	29.65	\$	19.77	Fireman	7	9
Briggs, Jonathan	30-04-101	24.00	\$	739.46	\$	30.81	\$	20.54	Fireman	7	9
Boudreau, Peter	30-04-101	98.00	\$	2,943.84	\$	30.04	\$	20.03	Fireman	8	2
Allard, Michael	30-04-101	142.00	\$	4,268.97	\$	30.06	\$	20.04	Fireman	8	3
Aboshar, Jeffery	30-04-101	122.00	\$	3,566.43	\$	29.23	\$	19.49	Fireman	8	6
Smith, Michael	30-04-101	134.00	\$	3,971.46	\$	29.64	\$	19.76	Fireman	8	9
Plantier, Robert	30-04-101	8.00	\$	231.24	\$	28.91	\$	19.27	Fireman	8	9
Robidoux, David	30-04-101	158.00	\$	4,470.08	\$	28.29	\$	18.86	Fireman	9	1
Kelly, James	30-04-101	118.00	\$	3,486.89	\$	29.55	\$	19.70	Fireman	9	7
Paquette, Brian	30-04-101	84.00	\$	2,581.65	\$	30.73	\$	20.49	Fireman	9	7
Franggos, Danny	30-04-101	42.00	\$	1,005.30	\$	23.94	\$	15.96	Fireman	10	6
Janelle, Kira	30-04-101	164.00	\$	4,922.63	\$	30.02	\$	20.04	Fireman	11	3
Beaudet, Robert	30-04-101	92.50	\$	3,452.55	\$	30.35	\$	20.44	Fireman	11	3
Swanson, Michael	30-04-101	94.00	\$	2,834.05	\$	30.15	\$	20.10	Fireman	11	3
Prodx, Kenneth	30-04-101	62.00	\$	1,878.25	\$	30.50	\$	20.36	Fireman	11	3
Knight, Kevin	30-04-101	56.00	\$	1,684.26	\$	30.09	\$	20.05	Fireman	11	3
Garrity, Patrick	30-04-101	68.00	\$	2,059.36	\$	30.28	\$	20.19	Fireman	11	7
Sinotte, David	30-04-101	94.00	\$	2,877.80	\$	30.61	\$	20.41	Fireman	11	9
Lescarte, Michael	30-04-101	176.00	\$	5,266.39	\$	29.92	\$	19.95	Fireman	12	0
Provencher, James	30-04-101	74.00	\$	2,231.26	\$	30.15	\$	20.10	Fireman	12	2
Seidel, Duane	30-04-101	230.00	\$	6,925.90	\$	30.11	\$	20.08	Fireman	12	3
Beaudin, Joseph	30-04-101	148.00	\$	4,431.23	\$	29.94	\$	19.96	Fireman	12	3
Healy, Kevin W	30-04-101	128.00	\$	3,834.78	\$	29.96	\$	19.97	Fireman	12	3
Chiasson, Max	30-04-101	125.00	\$	3,731.98	\$	29.86	\$	19.90	Fireman	12	3
Devan, William	30-04-101	168.00	\$	5,108.36	\$	30.41	\$	20.27	Fireman	12	9
Jette, Glenn	30-04-101	122.00	\$	3,731.54	\$	30.59	\$	20.39	Fireman	12	9
Allen, Kelly	30-04-101	230.00	\$	6,879.89	\$	29.91	\$	19.94	Fireman	14	1
Biron, Joseph	30-04-101	150.00	\$	4,485.49	\$	29.90	\$	19.94	Fireman	14	1
Higgins, Mark	30-04-101	28.00	\$	845.67	\$	30.20	\$	20.14	Fireman	14	2

ATTACHMENT B

Veilleux, Leo	30-04-101	232.00	\$	7,035.94	\$	30.33	\$	20.22	Fireman	14	9	3
L'Heureux, Stephan	30-04-101	92.00	\$	3,007.96	\$	32.70	\$	21.80	Fireman	14	9	3
Roy, Leo	30-04-101	185.50	\$	5,677.08	\$	30.60	\$	20.40	Fireman	14	11	3
Gamache, Richard	30-04-101	182.00	\$	5,578.07	\$	30.65	\$	20.43	Fireman	14	11	3
Bouchard, Bruce	30-04-101	125.00	\$	3,830.55	\$	30.64	\$	20.43	Fireman	14	11	3
Balch, Henry	30-04-101	112.00	\$	3,736.36	\$	33.36	\$	22.24	Fireman	14	11	3
Rumfelt, John	30-04-101	54.00	\$	1,654.80	\$	30.64	\$	20.43	Fireman	14	11	3
Goley, Jeffery	30-04-101	84.00	\$	2,432.63	\$	28.96	\$	19.31	Fireman	15	2	3
Charpentier, Gerard	30-04-101	28.00	\$	883.70	\$	31.56	\$	21.04	Fireman	15	8	4
Sullivan, Daniel	30-04-101	96.00	\$	2,985.55	\$	31.10	\$	20.73	Fireman	15	9	4
Miller, Jeffery	30-04-101	42.00	\$	1,299.89	\$	30.95	\$	20.63	Fireman	16	4	4
Ducharme, Roland Jr	30-04-101	106.00	\$	3,248.31	\$	30.64	\$	20.43	Fireman	16	8	4
Roy, Edward	30-04-101	148.00	\$	4,493.62	\$	30.36	\$	20.24	Fireman	16	9	4
Glickman, Ronald	30-04-101	114.00	\$	3,602.92	\$	31.60	\$	21.07	Fireman	17	0	4
Batley, Mark	30-04-101	113.00	\$	3,466.51	\$	30.68	\$	20.45	Fireman	17	0	4
Paradis, Daniel	30-04-101	334.00	\$	10,651.86	\$	31.89	\$	21.26	Fireman	17	1	4
Doucet, Mark	30-04-101	126.00	\$	3,891.28	\$	30.88	\$	20.59	Fireman	17	2	4
Dyrkacz, Michael	30-04-101	72.00	\$	2,232.19	\$	31.00	\$	20.67	Fireman	17	2	4
Ducharme, Normand	30-04-101	210.00	\$	6,510.70	\$	31.00	\$	20.67	Fireman	17	7	4
Durand, Ernest Jr	30-04-101	186.00	\$	5,832.47	\$	31.36	\$	20.90	Fireman	17	8	4
White, William	30-04-101	110.00	\$	3,438.68	\$	31.26	\$	20.84	Fireman	17	8	4
Thibault, Edward	30-04-101	104.00	\$	3,231.68	\$	31.07	\$	20.72	Fireman	17	8	4
O'Rourke, Daniel	30-04-101	76.00	\$	2,469.65	\$	32.50	\$	21.66	Fireman	17	8	4
Nichols, Paul	30-04-101	50.00	\$	1,543.23	\$	30.86	\$	20.58	Fireman	17	8	4
Duval, Jeffery	30-04-101	128.00	\$	3,715.91	\$	29.03	\$	19.35	Fireman	18	3	4
Lemay, Norman	30-04-101	226.00	\$	7,052.21	\$	31.20	\$	20.80	Fireman	18	6	4
Labore, Richard	30-04-101	140.00	\$	4,381.95	\$	31.30	\$	20.87	Fireman	18	6	4
Potvin, Thomas	30-04-101	140.00	\$	4,372.21	\$	31.23	\$	20.82	Fireman	18	6	4
Roberge, Roland	30-04-101	120.00	\$	3,745.28	\$	31.21	\$	20.81	Fireman	18	6	4
Seddon, Raymond Jr	30-04-101	166.00	\$	4,945.59	\$	29.79	\$	19.86	Fireman	19	0	4
Houle, John	30-04-101	110.00	\$	3,371.18	\$	30.65	\$	20.43	Fireman	19	0	4
Herrin, Peter	30-04-101	114.00	\$	3,402.23	\$	29.84	\$	19.90	Fireman	19	1	4
Forcier, Leon	30-04-101	244.00	\$	7,311.26	\$	29.96	\$	19.98	Fireman	19	2	4
Thibault, Charles	30-04-101	209.00	\$	6,255.55	\$	29.93	\$	19.95	Fireman	19	2	4
Grace, Gerald	30-04-101	166.00	\$	4,975.03	\$	29.97	\$	19.98	Fireman	19	2	4
White, Donald	30-04-101	144.50	\$	4,333.58	\$	29.99	\$	19.99	Fireman	19	2	4
Biron, David	30-04-101	126.00	\$	3,806.22	\$	30.21	\$	20.14	Fireman	19	2	4
Sullivan, Christopher	30-04-101	276.50	\$	8,478.04	\$	30.66	\$	20.44	Fireman	19	11	4
Brassard, Michael	30-04-101	224.00	\$	6,855.05	\$	30.60	\$	20.40	Fireman	19	11	4
Rousseau, Keith	30-04-101	151.00	\$	4,719.21	\$	31.25	\$	20.84	Fireman	20	9	5
Ceplinskas, David	30-04-101	134.00	\$	4,161.98	\$	31.06	\$	20.71	Fireman	20	9	5
Smestad, James	30-04-101	167.00	\$	5,151.51	\$	30.85	\$	20.56	Fireman	21	3	5
Lula, Steve	30-04-101	129.00	\$	3,983.35	\$	30.88	\$	20.59	Fireman	21	3	5
Clayton, William	30-04-101	32.00	\$	987.94	\$	30.87	\$	20.58	Fireman	21	3	5
Maddowell, Jeffery	30-04-101	124.00	\$	3,866.61	\$	31.18	\$	20.79	Fireman	21	6	5
Jacobs, Michael	30-04-101	34.00	\$	1,077.48	\$	31.69	\$	21.13	Fireman	21	6	5
Murphy, Daniel	30-04-101	126.00	\$	3,861.19	\$	30.64	\$	20.43	Fireman	21	7	5

Filer.ame: Overtime

ATTACHMENT B

Devine, Thomas	30-04-101	226.00	\$	6,929.93	\$	30.66	\$	20.44	Fireman	22	0	5
Blanchette, Richard	30-04-101	178.00	\$	5,454.68	\$	30.64	\$	20.43	Fireman	22	0	5
Ameen, Edward	30-04-101	156.00	\$	4,784.82	\$	30.67	\$	20.45	Fireman	22	0	5
Ouellette, Gilbert	30-04-101	44.00	\$	1,350.81	\$	30.70	\$	20.47	Fireman	22	0	5
Paradis, Normand	30-04-101	148.00	\$	4,567.28	\$	30.86	\$	20.57	Fireman	22	2	5
Zimmerman, Paul	30-04-101	148.00	\$	4,535.40	\$	30.64	\$	20.43	Fireman	23	1	5
Charrette, Kenneth	30-04-101	146.00	\$	4,491.28	\$	30.76	\$	20.51	Fireman	23	1	5
Desruisseaux, Donald	30-04-101	134.00	\$	4,140.15	\$	30.90	\$	20.60	Fireman	23	1	5
Fradette, Daniel	30-04-101	68.00	\$	2,106.50	\$	30.98	\$	20.65	Fireman	24	2	5
Tousignant, Paul	30-04-101	180.00	\$	5,682.33	\$	31.57	\$	21.05	Fireman	25	5	5
Lemay, Mark	30-04-101	140.00	\$	4,495.90	\$	32.11	\$	21.41	Fireman	28	10	5
Gamache, Robert	30-04-101	120.00	\$	3,776.92	\$	31.47	\$	20.98	Fireman	35	0	5
Within Average											18069.50	5
Relief Firefighters											119.67	472
											\$ 517,497.23	3.126
											\$ 3,427.13	
											\$ 28.29	
											\$ 18.86	
											\$ 2,848.16	
											1,606	781
											10.64	5.17
											11.07	0.84

Name

Within Average Relief Firefighters

ATTACHMENT B

Name	DP/DV/ACT	Hours	Dollars	OT Rate	Reg Rate	Rank	Yrs Service Years Mos	Hours	Dollars	OT Rate	Reg Rate	Yrs Service Years Mos	Weeks Vacation
Michael, James	30-04-101	86.00	\$2,957.75	\$34.39	\$22.93	Captain	17 8						4
Campasano, Nicholas	30-04-101	182.50	\$6,746.22	\$36.97	\$24.64	Captain	18 2						4
Goonan, Daniel	30-04-101	192.00	\$7,074.63	\$36.85	\$24.56	Captain	18 6						4
Soderberg, Kris	30-04-101	134.50	\$5,236.56	\$38.93	\$25.96	Captain	18 6						4
Butts, Joseph	30-04-101	168.00	\$6,011.99	\$35.79	\$23.86	Captain	19 0						4
Gamache, Michael	30-04-101	249.00	\$9,416.89	\$37.82	\$25.21	Captain	19 11						4
Pelletier, Mark	30-04-101	221.00	\$8,629.19	\$39.14	\$26.09	Captain	20 9						5
Poulin, Alfred Jr	30-04-101	175.00	\$6,327.53	\$36.15	\$26.09	Captain	20 9						5
Brassard, Norman	30-04-101	124.00	\$4,524.56	\$36.55	\$26.68	Captain	21 1						5
Plante, Richard	30-04-101	70.00	\$2,626.59	\$37.52	\$25.02	Captain	23 8						5
Rogier, Gary	30-04-101	176.00	\$6,653.62	\$37.80	\$25.20	Captain	24 4						5
Corbeil, Robert	30-04-101	92.00	\$3,543.25	\$38.51	\$25.68	Captain	24 4						5
Burkush, John	30-04-101	132.00	\$5,248.12	\$39.76	\$26.51	Captain	26 1						5
Roy, James	30-04-101	128.00	\$5,033.13	\$39.32	\$26.21	Captain	26 1						5
* Larochelle, John	30-04-101	34.00	\$1,309.65	\$38.52	\$25.68	Captain	26 8	2154.00	\$81,909.68	\$570.40	\$380.27	319 78	5
								143.6	\$ 5,460.65	\$ 38.03	\$ 25.35	21.27 5.20	69
												21.70 8.4	4.600

Within Average
Relief Firefighters

MANCHESTER FIRE DEPARTMENT

FY 2002 BUDGET

New Hire vs. Overtime Analysis

Average Hours to be Covered Annually:

Vacation:	33,348	
Sick Leave:	21,355	
Miscellaneous:	<u>8,118</u>	(7,488 injury & 630 bereavement)
TOTAL:	62,821	

} ÷ 220 employees
= 133.97 Hours/Employee

Uncommitted personnel (13 @ 42 hours/week, less 1596 hrs. vacation) can cover 26,796 of the hours.

Overtime Coverage:

Hours to cover:	62,821
Uncom. Cover:	<u>(26,796)</u>
BALANCE:	36,025 hours to be covered by overtime

Using an average cost figure of \$31.35/hour (OT) X 36,025 = \$1,129,384
(Our FY 2002 overtime request is **\$950,000**)

Cost of New Hires:

17 new firefighters would cost **\$779,875** (\$45,875 each including benefits). These 17 could cover at total of 35,700 hours annually of the 36,025 hours to be covered by overtime, leaving 325 hours to be covered by overtime (\$10,189). This would make the total minimum cost **\$790,064**. \$100,000 would have to be maintained for contingency overtime to account for Technician stand-by and call-back; shift differential costs; unforeseen injuries; sick leave; long term absences as the formula was figured on estimates using historical data. With these factors accounted for, the total cost of new hires would be **\$890,064**. Each succeeding year, the contingency overtime figure will have to be reviewed for possible upward adjustment to account for increases in vacation accrual. This figure does not include equipment, initial uniform or recruit school costs that would occur the first year.

ATTACHMENT D

2004				2003			
Department	Eligible PD		PD Given	Department	Eligible PD		PD Given
Assessors	6	16.67%	1	Assessors	5	40.00%	2
Building	19	47.37%	9	Building	18	50.00%	9
City Clerk	14	71.43%	10	City Clerk	15	46.67%	7
Medo	1	100.00%	1	Medo	2	100.00%	2
Solicitor	12	75.00%	9	Solicitor	12	83.33%	10
Finance	9	66.67%	6	Finance	11	63.64%	7
Info Systems	17	58.82%	10	Info Systems	18	66.67%	12
Youth Svcs	7	57.14%	4	Youth Svcs	8	75.00%	6
HR	10	80.00%	8	HR	11	72.73%	8
Planning	13	76.92%	10	Planning	14	64.29%	9
BMD	14	28.57%	4	BMD	13	23.08%	3
Tax	12	50.00%	6	Tax	12	58.33%	7
Aviation	59	55.93%	33	Aviation	55	52.73%	29
EPD	41	43.90%	18	EPD	40	30.00%	12
Water	78	53.85%	42	Water	80	46.25%	37
Fire	228	53.07%	121	Fire	228	57.46%	131
Police	241	100.00%	241	* Police	248	99.19%	246
Health	49	73.47%	36	Health	52	69.23%	36
Highway	169	37.87%	64	Highway	152	34.21%	52
Aggregation	1	0.00%	0	Aggregation	1	100.00%	1
Traffic	15	33.33%	5	Traffic	15	33.33%	5
Welfare	9	66.67%	6	Welfare	8	87.50%	7
Library	37	51.35%	19	Library	37	43.24%	16
Parks & Rec	58	55.17%	32	Parks & Rec	57	56.14%	32
Elderly	4	100.00%	4	Elderly	4	50.00%	2
	1123	62.24%	699		1116	61.65%	688

Age 65
** X & Days*
1.1 Days
X 8.4 Hours/Day
9.24 Hours/year/employee

*Personal day eligibility determined by Sick Leave Bank (86 emps used more than 6 sick days)

Excluding Police 882 51.93% 458
 868 50.92% 442

2

ATTACHMENT E

		Officers	Firemen	Total
Central	Engine 1	4	8	12
Central	Engine 11/Truck 1	4	16	20
Central	Rescue 1	4	12	16
Station 2	Engine Truck 2	4	16	20
Station 3	Engine 3	4	8	12
Station 4	Engine/Truck 4	4	12	16
Station 5	Engine/Truck 5	4	16	20
Station 6	Engine/Truck 6	4	16	20
Station 7	Engine/Truck 7	4	16	20
Station 8	Engine/Truck 8	4	12	16
Station 9	Engine 9	4	8	12
Station 10	Engine 10/Truck 3	4	16	20
TOTAL		48	156	204
Relief		7	9	16
		55	165	220
Relief Factor (From Hours Calc)		1.155	1.171	1.082
Calculated Staffing Required		55	183	238

Lieutenants		ATTACHMENT F PAGE 2 OF 3											
	Yearly Salary	\$ 53,431.73											
	Hourly (42 HR)	\$ 24.47											
	Hours	2184											OT
1			Gross	SS	Medicare	W2		City's Share		City's Share			
2	Retire	13.44%	\$ 53,431.73	\$ 52,966.73	\$ 52,966.73	\$ 50,963.04		\$ 53,431.73	\$	\$ 36.70			
3	Medical		\$ 2,003.69					\$ 7,181.22	\$	\$ 4.93			
4	Dental		\$ 417.12					\$ 12,654.20					
5	SS		\$ 47.88					\$ 1,176.76					
	Medicare		\$ -					\$ -	\$	\$ -			
6	Fed W/H	17.24%	\$ -					\$ -	\$	\$ -			
7	Life		\$ 8,786.03										
8	Workers Comp	1.74%						\$ 110.76					
9	Unum Disability							\$ 929.71	\$	\$ 0.64			
14	11 Holidays							\$ 108.96					
12	Extra Duty							\$ 2,260.57					
								\$ 1,027.53					
	Total Net		\$ 42,177.01					\$ 78,881.45	\$	\$ 41.63			
	Medical/Dental Family Plan, BC/BS, Delta Dental												
	Hours							Wages Hourly (42)	\$	\$ 36.12			
13	Vacation	170.27	Hours to Cover(42/week X 52 Weeks)										
10	Other	143.21	Less unworked hours					2184	\$	\$ 42.17			
			Effective Service Hours Annual					-313.48					
	Unworked	313.48						1870.52					

Captains		ATTACHMENT F PAGE 3 OF 3						
	Yearly Salary	\$ 61,310.60						
	Hourly (42 HR)	\$ 28.07						
	Hours	2184						
1			Gross	SS	Medicare	W2	City's Share	OT
2	Retire		\$ 61,310.60	\$ 60,845.60	\$ 60,845.60	\$ 58,546.45	\$ 61,310.60	\$ 42.11
3	Medical	13.44%	\$ 2,299.15				\$ 8,240.14	\$ 5.66
4	Dental		\$ 417.12				\$ 12,654.20	
5	SS		\$ 47.88				\$ 1,176.76	
	Medicare		\$ -				\$ -	\$ -
6	Fed W/H	17.24%	\$ -				\$ -	\$ -
7	Life		\$ 10,093.41					
8	Workers Comp	1.74%					\$ 110.76	
9	Unum Disability						\$ 1,066.80	\$ 0.73
14	11 Holidays						\$ 108.96	
12	Extra Duty						\$ 2,593.91	
							\$ 1,179.05	
	Total Net		\$ 48,453.04				\$ 88,441.19	\$ 47.77
	Medical/Dental Family Plan, BC/BS, Delta Dental						\$ 40.50	
13	Vacation	239.2	Hours to Cover(42/week X 52 Weeks)					
10	Other	143.21	Less unworked hours				\$ 49.09	
			Effective Service Hours Annual					
	Unworked	382.41						



City of Manchester
Department of Finance

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

May 18, 2004

Board of Mayor and Aldermen
City of Manchester, New Hampshire
C/O City Clerk

Dear Honorable Board of Mayor and Aldermen:

In response to a request by Alderman Shea, attached is a list of vehicles purchased by the Manchester Police Department since 1996. This list was supplied by the Highway Department and includes all vehicles.

Respectively Submitted,

Kevin Buckley, CPA
Internal Audit Manager

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Police

Number	Purchased	PO	Cost	Description	VIN Number	Transferred	Date	Replaced by
				PLYM ACCCLAIM - DOMESTIC V	3P3XA46K4MT580714			
19			19758	1995 CROWN VIC. - CRUISER	2FALP71W4SX193672			
20			19643.00	1995 CROWN VIC. - CRUISER	2FALP71W9SX170484			
24			11500.00	GMV VAN SRT	2GTEG25H8G4519399			
27			3500.00	1988 CAMARO	1G1FP2189JL181419			
28	1/11/1996	inv. 44185	19764.80	1996 CHEVY CAPRICE	1G1BL52P8TR128034			
29	1/11/1996	inv. 44186	19764.80	1996 CHEVY CAPRICE - 4DR	1G1BL52PXT128052			
55			19617.30	1996 CHEVY CAPRICE - 4DR	1G1BL52P9TR128009			
56	1/11/1996	inv. 44184	19617.30	1996 CHEVY CAPRICE - 4DR	1G1BL52P7TR128011	Highway	8/20/1998	PD-0908
57			19617.30	1996 CHEVY CAPRICE - 4DR	1G1BL52P0TR128030			
58	1/22/1996	inv. 44295	19617.30	1996 CHEVY CAPRICE	1G1BL52P4TR128094	Pool 1	11/12/1998	
59	1/12/1996	inv. 44229	19617.30	1996 CHEVY CAPRICE	1G1BL52P7TR128221	Pool 4	11/17/1999	
58			18914.00	1996 CROWN VIC. - CRUISER	2FALP71WXTX167353			
59			21663.00	1996 CROWN VIC. - CRUISER	2FALP71W2TX167363	HR		
60			21663.00	1996 CROWN VIC. - CRUISER	2FALP71W4TX167364			
61			21663.00	1996 CROWN VIC. - CRUISER	2FALP71W6TX167365			
62			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W1TX167354			
63			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W3TX167355			
64			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W5TX167356			
65			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W7TX167357			
66			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W9TX167358			
67			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W8TX167352			
68			18914.00	1996 CROWN VIC. - CRUISER	2FALP71W6TX167351			
68			21818.00	1996 CROWN VIC. - CRUISER	2FALP71W9TX145280	Pool 2		
67	8/12/1996	inv. 37696	21818.00	1996 CROWN VIC. - CRUISER	2FALP71W1TX145273	Pool 3	10/28/1998	
68	2/6/1998	815446	21462.50	CROWN VIC. - CRUISER	2FAFP71W3WX119405			
69	2/6/1998	815446	21462.50	CROWN VIC. - CRUISER	2FAFP71W5WX119406			
70	2/6/1998	815446	22615.00	CROWN VIC. - CRUISER	2FAFP71W9WX119407	Highway (598)	9/7/1998	PD-1026
71	2/6/1998	815446	22615.00	CROWN VIC. - CRUISER	2FAFP71W9WX119408	Highway	2/15/2001	PD-0954
72	2/6/1998	815446	22615.00	CROWN VIC. - CRUISER				
73	2/6/1998	815446	22615.00	CROWN VIC. - CRUISER	2FAFP71W9WX119410	Totaled		PD-1060
74	2/6/1998	815446	22615.00	CROWN VIC. - CRUISER	2FAFP71W9WX119411	P&R		PD-1014
75	3/3/1998	815446	22615.00	1997 E476 VAN	1FDLE47S0VHB76063	Grant Fund		
79			21675.00	1998 E350 15 PASSENGER VAN	1FBSS31LXWHB82821			
84			12000.00	1985 DIESEL 4 WD BLAZER	1G8ED18J4FF111859			

Police

Number	Purchased	PO	Cost	Description	VIN Number	Transferred	Date	Replaced by
15			22615.00	1999 CROWN VIC. - CRUISER	2FAFP71W6XX103202			
16								PD-1024
17	11/6/1998		22615.00	1999 CROWN VIC. - CRUISER	2FAFP71W2XX103200			
19				1999 CROWN VIC. - CRUISER	2FAFP71W8XX103198	Highway (591)	2/15/2001	
11			22615.00	1999 CROWN VIC. - CRUISER	2FAF971W4XX103196			
12	9/21/1998	900070	22615.00	1999 CROWN VIC. - CRUISER	2FAFP71W2XX103195	Pool 5		PD-1028
13			22615.00	1999 CROWN VIC. - CRUISER	2FAFP71W3XX103190			
14			22615.00	1999 CROWN VIC. - CRUISER	2FAFP71W7XX103189			
17	3/20/2000		27000.00	1999 E243 VAN	1FTNE24LOXHA30439			
16	4/12/1999	927317	16994.00	E150 CARGO VAN	1FTRE14W8XHB4856	Grant Fund		
13	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W0XX210214			
14	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W6XX210217	Totaled		PD-1023
15	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W6XX210220	Welfare	7/9/2003	PD-1047
16	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W4XX210216			
17	7/28/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W2XX210215	Surplus	6/20/2003	PD-1048
18	7/28/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W8XX210218	Bldg	7/23/2003	PD-1050
19	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71W9XX210213			
10	6/17/1999	927374	22988.00	CROWN VIC. - CRUISER	2FAFP71WXXX210219			
14	6/7/1999		23018.00	CROWN VIC. - CRUISER	2FAFP71W5XX210211	Block Grant		
15	6/4/1999		23018.00	CROWN VIC. - CRUISER	2FAFP71W7XX210212	Block Grant		
11	12/6/1999		23478.00	CROWN VIC. - CRUISER	2FAFP71W3YX131394	Block Grant		
14	10/12/1999			W313 ALL PURPOSE	1FTSW31S1YEA60280			
12	3/21/2000		0.00	1985 CHEVY CORVETTE	1G1YY078XF5134199			
15	6/15/2002	21642	23552.00	2000 CROWN VIC. - CRUISER	2FAFP71W8YX188030			
18	9/18/2000		22192.00	2000 E250 VAN	1FTNE24L2YHB76505			
19			23552.00	2000 CROWN VIC CRUISER	2FAFP71W3YX194978	Highway		PD-1057
11	10/4/2000		23552.00	CROWN VIC. - CRUISER	2FAFP71W1YX194980			
12	9/26/2000		23552.00	CROWN VIC. - CRUISER	2FAFP71W3YX194981			
19	4/9/2001			CROWN VIC. - CRUISER	2FAFP71W9YX205496			
11	6/15/2001	29873	16650.00	FORD E39W VAN	1FCJE39L1YHB97617	Block Grant		
14	7/31/2001	201964	23898.00	CROWN VIC. - CRUISER	2FAFP71W11X197447			
13	7/31/2001	132703	23898.00	CROWN VIC. - CRUISER	2FAFP71W21X152310			
14	7/31/2001	201964	23898.00	CROWN VIC. - CRUISER	2FAFP71W31X197448			
16	7/31/2001	201964	23898.00	CROWN VIC. - CRUISER	2FAF971WX1X197446			
17			1650.00	ECONOLINE VAN	1FTJE34H1JHA50643	Auction 5/04	11/18/2003	

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Police

Number	Purchased	PO	Cost	Description	VIN Number	Transferred	Date	Replaced by
28	7/31/2001	201964	23898.00	CROWN V.C. - CRUISER	2FAFP71W51X197449			
31	11/21/2001	214276	26694.00	FORD PICKUP F211	1FTNF21L72EA12564			
37	5/28/2003	326561	23310.00	CROWN V.C. - CRUISER	2FAFP71W23X201752			
38	5/28/2003	326561	23190.00	CROWN V.C. - CRUISER	2FAFP71W03X201751			
30	6/12/2003	327920	23190.00	CROWN V.C. - CRUISER	2FAFP71W03X225144			
32	6/11/2003	327853	19055.00	FORD ECONOLINE VAN	1FTSS34L13HB89434			
37	9/18/2003	405600	23900.00	CROWN V.C. - CRUISER	2FAFP71W34X105842			
60	10/28/2003	408558	18655.00	CROWN V.C. - CRUISER	2FAHP71W93X222137			
37	3/11/2003			CHEVY IMPALA - School Resource	2G1WF55K539288553	Block Grant		
38	3/11/2003			CHEVY IMPALA - School Resource	2G1WF55K539286754	Block Grant		
39	3/11/2003			CHEVY IMPALA - School Resource	2G1WF55K639291817	Block Grant		
			\$1,486,915.10					
				1994 Chevy Caprice	1G1BL52P3SR128974	Traffic	8/20/1998	PD-0909
				1994 Chevy Caprice	1G1BL52P3SR129008	Surplus	9/7/1998	PD-0912
15				1994 Chevy Caprice	1G1BL52P2SR129288	Hillsborough	2/15/2001	
				2000 CROWN VIC - CRUISER	2FAFP71W5YX194979	Totaled		PD-1009



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

5-11-04 Referred to
Finance by CIP
Cwte.

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

April 13, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Landfill Post Closure Monitoring
Funding*

Dear Committee Members:

I am requesting the Committee fund the landfill post-closure monitoring for FY '05. The monitoring includes groundwater, settlement and gas well monitoring services. These are requirements of the NH Department of Environmental Services for both closure and grant compliance.

The cost of this work is estimated to be \$ 120,000.00. We had requested this funding as part of both the C.I.P. Program and the Mayor's Budget, but did not receive the funding.

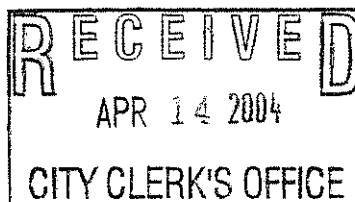
Your consideration of this request would be appreciated. I will be available to address any question you may have on the matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Seth Wall, Mayor's Assistant
Randy Sherman



9



CITY OF MANCHESTER

Office of Youth Services

1528 Elm Street
Manchester, NH 03101
www.manchesternh.gov

Tel (603) 624-6470
Fax (603) 628-6285
oys@ci.manchester.nh.us

May 18, 2004

Finance Committee
Board of Mayor and Aldermen
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

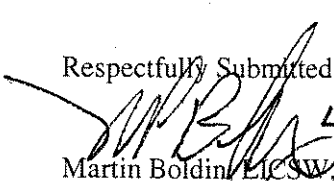
It is my understanding that the Fiscal Year 2005 Appropriating Resolution for the General Fund Departments, including the Office of Youth Services budget in the sum of \$541,732 will be discussed by the Board of Mayor and Aldermen at their budget meeting to be held on Monday, May 24, 2004. Unfortunately, there was an oversight in preparing the OYS FY2005 Budget recommendation. After a thorough review of the Mayor's Recommendation for OYS, I must bring to the BMA's attention that the salary account is short by \$10,920.

The Mayor's excludes funding in the amount of \$10,920 for the "Alcohol Information" line. This cost was overlooked when I went over our budget with Finance in March of 2004. As a result, these monies were not included in our budget.

Several OYS staff members rotate responsibility for the on-call pager. Staff is compensated for their on-call status as additional pay in the week that they carry the pager. These funds have always been included as a separate payroll line item in the OYS salary budget. I am requesting that the FY2005 Appropriation be modified to reflect all FY2005 budget items for an amended amount of \$552,652. I will be attending Monday's meeting with members of my staff to answer any questions that you may have concerning this or any other OYS budget item.

If you have any questions or need further information, please do not hesitate to contact me. Thank you for your time and consideration

Respectfully Submitted,


Martin Boldin, LICSW, LADC, LCS
Director, Office of Youth Services

Cc: Mayor Baines
Kevin Clougherty

W

City of Manchester New Hampshire

In the year Two Thousand and ~~Four~~

A RESOLUTION

"A Resolution appropriating to the Manchester Aggregation Program the sum of \$834,682 from Aggregation Fees for the Fiscal Year 2005."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Eight Hundred Thirty-Four Thousand, Six Hundred Eighty-Two Dollars (\$834,682) from Aggregation Fees shall be hereby appropriated to the Manchester Aggregation Program for Fiscal Year 2005 as follows:

Salaries and Wages	251,224
Line Item Expenses.....	246,850
Capital Outlay.....	10,000
Incidentals.....	100,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits.....	101,608
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RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	125,000
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TOTAL.....	834,682*
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*Expenditures exceeding a total of \$175,000 subject to approval by the Board of Mayor and Aldermen prior to expenditure.

RESOLVED that this Resolution shall take effect upon its passage.